

ANNUAL REPORT MARCH 31, 2007

**AMHERST HOUSING AUTHORITY  
33 KELLOGG AVENUE  
AMHERST, MASSACHUSETTS**

*Jean Haggerty, Chair  
Peter Jessop, Vice-Chair  
Steve Rogers, Treasurer  
Judy Brooks, Assistant Treasurer  
Joan Logan, Member*

*Donna Crabtree, Executive Director*

**AMHERST HOUSING AUTHORITY  
33 KELLOGG AVENUE  
AMHERST, MASSACHUSETTS 01002**

**ANNUAL REPORT AMHERST HOUSING AUTHORITY**

The Amherst Housing Authority respectfully submits its Annual Report to the citizens of the Town of Amherst, Ms. Tina Brooks, Undersecretary of the State Department of Housing and Community Development, the Secretary's Representative of the U.S. Department of Housing and Urban Development, and State Auditor Joseph DeNucci for the year ending March 31, 2007.

The members and staff of the Amherst Housing Authority reaffirm their continued desire to serve all the citizens of Amherst, including those who reside in the several buildings that the Authority owns and also AHA tenants who reside in privately owned buildings in the Town of Amherst.

Sincerely,

Jean Haggerty  
Chair

## **BOARD OF COMMISSIONERS**

The voters of the Town of Amherst elect four members of the Board at large and the Governor of the Commonwealth of Massachusetts appoints one member. All members serve five-year terms. The members establish policies regulating the operation of the Amherst Housing Authority. Regular Board meetings are held on the fourth Monday of each month in the community room at Ann Whalen Apartments.

Members of the Amherst Housing Authority Board of Commissioners are:

<b>Commissioner</b>	<b>Term Expiration</b>
Judy Brooks	April 2010
Steve Rogers	April 2007
Joan Ross Logan	April 2007
Peter Jessop	April 2009
Jean Haggerty	April 2011

Jean Haggerty was elected to the Board at the annual Town election held in March 2006. Judy Brooks and Steve Rogers continue to serve as the Authority's members on the non-profit corporation board, Amherst Affordable Housing Associates, Inc.

At their annual meeting in April, Jean Haggerty was elected Chair; Peter Jessop, Vice-Chair; Steve Rogers, Treasurer; and Judy Brooks, Assistant Treasurer.

## **AMHERST HOUSING AUTHORITY HIGHLIGHTS**

On October 27, 2006 over sixty people attended a dedication and open house at the newly constructed duplex units located on Tamarack Drive. These units, and the rehabilitation of 4 units at 99 Bridge Street, were funded by the Community Preservation Act Program, the Massachusetts Housing Partnership, the State Affordable Housing Trust Fund, and the Massachusetts Department of Housing and Community Development. Massachusetts Housing Investment Corporation served as the construction lender. All units are currently occupied.

The Authority received notice from the Town of the award of two grants that will assist the Authority in preserving existing housing and expanding the supply of affordable housing. A \$409,750 grant award will provide funding to rehabilitate the kitchens and upgrade the electrical service at Chestnut Court Apartments. A \$350,000 grant provides funding for the Main Street project, an 11-unit new construction affordable housing development. The Authority is working with Valley Community Development Corporation and Amherst Affordable Housing Associates, Inc. on this project.

The AHA received a capital grant award from the U.S. Department of Housing and Urban Development in the amount of \$26,925 for improvements at Watson Farms Apartments. The Authority also received notification of an award of \$50,000 to replace the sewer lift station at John C. Nutting Apartments.

The Housing Authority completed its Annual Agency Plan for 2007 with the assistance of the Resident Advisory Committee. The plan includes a mission statement, goals and objectives, and

numerous policies and budgets. It is available for public review in the Authority offices, in the Planning Department at Town Hall, and in the Jones Library. The Agency Plan was submitted to the U. S. Dept. of Housing and Urban Development (HUD) for approval.

A recent retirement and staff turnover presented an excellent opportunity for the Authority to reorganize staffing patterns in a more efficient and effective manner. The Authority has restructured its organization into four teams: Executive Director team, Rental Assistance team, Housing Management team, and Maintenance team. This new approach has enhanced services to applicants and to tenants by improving communication between departments and by cross-training of Housing Authority staff.

The Authority approved a Memorandum of Understanding with Greenfield Housing Authority for implementation of a Section 8 Homeownership/Fair Self Sufficiency Program. The Board of Commissioners also approved Project Based Section 8 contracts for the units located on Tamarack Drive and on Bridge Street.

In recognition of Fair Housing month (April), the Authority co-sponsored a tour of affordable housing in Holyoke and an evening educational program that showed the film "The Letter."

The AHA continues to improve its existing management, maintenance, and rental assistance programs and to emphasize preventative maintenance.

### **AMHERST HOUSING AUTHORITY STAFF**

In addition to the actual day-to-day management, maintenance, and administration of the Authority's programs, the AHA staff provides information to the general public and to local and state agencies and boards. In September 2006, Paula Sayword retired after 25 years of dedicated service to the Authority and to the Amherst community.

#### **Administrative Personnel**

Executive Director	Donna Crabtree
Housing Manager	Nancy Schroeder
Director of Leased Housing	Debbie Turgeon
Office Manager	Pam Predmore
Program Specialist	Dianne Chamberlain
Bookkeeper	Lowell LaPorte
Housing Clerk	Angela Russell

#### **Maintenance Personnel**

Maintenance Supervisor/Mechanic	Jerry Aldrich
Maintenance Laborer	John Summers
Groundskeeper/Custodian	Dana Glazier

**Contract or Grant-Funded Staff**

Support Service Coordinator  
Fee Accountant  
Counsel – State Programs

Juana Trujillo  
Gary DePace  
Patricia LaFore, Esq.

**AMHERST HOUSING AUTHORITY HOUSING**

<b>NAME OF BUILDING</b>	<b># OF UNITS</b>	<b>FUNDING TYPE</b>	<b>BUILDING NUMBER</b>	<b>DATE OF OCCUPANCY</b>
<b><u>ELDERLY/ HANDICAPPED</u></b>				
Chestnut Court Apts.	30	State	667-1	1962
Ann Whalen Apts.	80	State	667-2	1975
Jean Elder House	23	State-Private	667-3	1980
<b><u>FAMILY</u></b>				
Watson Farms Apts.	15	Federal	085-1	1982
Stanley St.	2	State	705-2	1988
Jenks St.	4	State	705-3	1989
Olympia Drive	4	State	705-1	1992
Fairfield St.	6	State	705-1	1992
Bridge St./ Market Hill	6	State	705-1	1992
99 Bridge Street	4	Private	Section 8 vouchers	2003
Tamarack Drive	4	Private	Section 8 vouchers	2006
<b><u>HANDICAPPED</u></b>				
John C. Nutting	5	State	689-1	1981
Moreau House	8	State	698-2	1990

**RENTAL ASSISTANCE PROGRAMS UNDER CONTRACT**

<b>NAME OF PROGRAM</b>	<b>UNITS</b>	<b>TYPE</b>
Section 8 Rental Mass. Voucher Program	413 10 units	Federal State

## **Maintenance/Capital Improvements**

The maintenance staff prepared 29 vacancies for occupancy and completed 650 work orders. The staff also maintains the grounds and buildings at the Authority's thirteen properties.

Contracts for two ventilation projects at Ann Whalen Apartments, funded by the State capital improvement programs, were completed. These include replacing the roof-top ventilators and dryer ventilation systems.

The Authority completed the following capital improvement projects: rehabilitation of 99 Bridge Street that included roof replacement, exterior siding repair, repainting, and flooring and appliance replacement; and emergency repair of apartment #8 Chestnut Court.

## **Management**

The Authority maintained 6 waiting lists and processed 1,136 new applications during the year. AHA staff processed 215 income recertifications, signed leases with 29 new households residing in AHA owned property, and conducted 165 unit inspections.

## **Rental Assistance Programs**

The AHA administers three rental assistance programs: the Section 8 Housing Choice Voucher Program funded by the U.S. Department of Housing and Urban Development (HUD); and the Massachusetts Rental Voucher Program (MRVP) and the Alternative Housing Voucher Program (AHVP), both funded by the Department of Housing and Community Development. Both programs permit eligible households to occupy privately owned units. The Authority pays part of the monthly rent directly to the owner. Over 120 local owners participate in the programs.

AHA staff issued 62 Section 8 Housing Choice vouchers, completed 800 income recertifications and leased 60 new families on the program. The Authority also completed 10 MRVP and AHVP income recertifications.

435 housing inspections were completed during the year. These inspections included annual, move-in, and special inspections of units leased through the Section 8 and conventional housing programs.

## **Resident Services**

The Support Service Program, through its coordinator, arranges for counseling, individual assessments, support, and crisis intervention to elderly/handicapped residents. The program also provides a number of educational forums for residents.

Ann Whalen Tenant Organization expanded its wellness clinic. This program is administered in collaboration with the School of Nursing at the University of Massachusetts. The Organization also started a program that provides a healthy breakfast for residents of Ann Whalen.

Three Ann Whalen residents, Jean Haggerty, Clemencia Robles and Pat Thompkins, are now involved with the Experience Works program and provide a wide variety of services and educational programs to tenants.

A number of tenants at Chestnut Court and Ann Whalen Apartments are very active in gardening. They have provided many hours of labor enhancing the landscape with flowers and shrubs at both developments.